

PERSONNEL BOARD MEETING
Thursday, September 16, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

ON THE DAIS:

ITEM #10

AGENDA

1. Request to approve the minutes of the August 2021 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and Regulations, received August 2021.

1. Hector L. Coronel Police Department
2. Marcos O. Dias Police Department

3. Report of **Leave without Pay** for August 2021.
4. Report of **Civil Service Appointments** for August 2021.

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|--|-----------------|
| 1. Wanda Sanchez (<i>Education Center Director I – 08/23/2021</i>) | |
| Education and Community Services Department | |
| 2. Angel Oramas Solanich (<i>Fire Engineer – 08/17/2021</i>) | Fire Department |
| 3. Anthony Cuevas (<i>Fire Engineer – 08/18/2021</i>) | Fire Department |
| 4. Kevin Carnevale (<i>Fire Engineer – 08/19/2021</i>) | Fire Department |
| 5. Joel Gonzalez (<i>Fire Engineer – 08/20/2021</i>) | Fire Department |
| 6. Alex Maderal (<i>Fire Lieutenant – 08/17/2021</i>) | Fire Department |
| 7. Marcelino Moreno (<i>Fire Lieutenant – 08/18/2021</i>) | Fire Department |
| 8. Jorge Socarras Jr. (<i>Fire Lieutenant – 08/19/2021</i>) | Fire Department |
| 9. Kristopher Cardet (<i>Fire Lieutenant – 08/20/2021</i>) | Fire Department |
| 10. Alexander Anchia (<i>Fire Lieutenant – 08/21/2021</i>) | Fire Department |
| 11. Joshua Perez (<i>Fire Lieutenant – 08/22/2021</i>) | Fire Department |
| 12. Carlos Barrientos (<i>Fire Captain – 08/17/2021</i>) | Fire Department |
| 13. Scott Grondin (<i>Fire Captain – 08/18/2021</i>) | Fire Department |
| 14. Michael Trotta (<i>Fire Captain – 08/19/2021</i>) | Fire Department |
| 15. Alex Castillo (<i>Fire Captain – 08/20/2021</i>) | Fire Department |
| 16. Osvel Moreno (<i>Fire Captain – 08/21/2021</i>) | Fire Department |
| 17. Raul Gonzalez (<i>Fire Captain – 08/22/2021</i>) | Fire Department |
| 18. Michael Bello (<i>Fire Captain – 08/23/2021</i>) | Fire Department |
| 19. Brigitte Leal (<i>Office Coordinator of the Office of the City Clerk – 08/03/2021</i>) | |
| Office of the City Clerk Department | |
| 20. Esteban Modesto Torres (<i>Parks Crew Journeyman – 08/23/2021</i>) | |
| Parks and Recreation Department | |

5. Report of **Resignations** for August 2021.

1. Marcos Cardoso Building Division
2. Jennifer Parada Building Division

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3. Giordano N. Martinez	Code Compliance Division
4. Maria Gisela Arroyave	Fire Department
5. Miguel A. Carrillo	Fire Department
6. Michael Diaz	Fire Department
7. Jonathan I. Morales	Fire Department
8. Jorge de la Nuez	Fleet Maintenance Department
9. Javier Pedraza-Mena (<i>Seasonal</i>)	Grants and Human Services Department
10. Naeli Rodriguez (<i>Seasonal</i>)	Grants and Human Services Department
11. Andres Ruiz	Grants and Human Services Department
12. Suzzette Victores (<i>Seasonal</i>)	Grants and Human Services Department
13. Maikel Kevin Noda	Parks and Recreation Department
14. Lucelia Santos Alvarez	Parks and Recreation Department
15. Fabian A. Castro Sousa	Police Department
16. Hector L. Coronel	Police Department
17. Chrystel Guerrier	Police Department
18. Rene Mateo Jr.	Police Department
19. Benny Merino	Police Department
20. Josue Monier	Police Department
21. Amber Perez	Police Department
22. Ingrid Amago	Public Safety Communications Department
23. Jessie Acebo	Public Works Department
24. Janet Alonso	Public Works Department

6. Report of **Maternal/Paternal Leave** for August 2021.

1. Jason Rodriguez Fire Department

7. Request to conduct an in-house, non-competitive civil service examination for **Lien Search and Records Specialist** (*Clara B. Riveron*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 51: \$1,414 - \$2,885 Bi-weekly.

8. Request to approve the new job description for **Service Leader Adult Programs (ECS)**.

Copy of the proposed job description is attached.

Range 45: \$1,007 - \$1,911 Bi-weekly.

9. Request to approve the new job description for **Budget Manager**.

Copy of the proposed job description is attached.

Range 34: \$1,790 - \$3,553 Bi-weekly.

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10. Request to approve the change in range for **Risk Management Coordinator.**

Copy of the job description is attached.

Current Range: Management

Desired Range 35: \$1,914 - \$3,736 Bi-weekly.

11. Request to hear **Unfinished Business.**

12. Request to hear **New Business.**

13. Request to hear **Comments and Questions.**

NEXT PERSONNEL BOARD MEETING: MONDAY, OCTOBER 4, 2021 – 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.